

TRAINING & DEVELOPMENT SUPPORT

Whether you need training to stay in compliance with Connecticut laws or you would like to improve the way you manage your employees, **First Select** can bring customized training and consulting right to your door. Our approved experts can even train your employees in the latest business trends. We can help you with HR, Sales & Marketing, General Management, Soft Skills, Finance, I.T and lot more. Our training and consulting services are critical success factors in today's fast-paced business world.

Our product and services are based on proven methods that are designed to provide your organization with the specific skills needed to:

- Set the stage for companywide innovation
- Sharpen critical thinking skills that maximize talent
- Evaluate and execute new solutions
- Simplify processes and reduce complexity
- Build an innovative thinking and learning organization

Transforming knowledge into value is the mission that directs and organizes all of our work. It is the secret to the success of the companies for whom Miller consultants provides sustainable value.

We have prepared this synopsis to familiarize our clients with one of our services and products.

Remember always...

"People Are Your Business and Fellowship Is Your Job."


**Human Resource
Consulting**

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Human Resource Consultancy and Outsourced Services



Simplifying
TRAINING & DEVELOPMENT

Head Hunting
Recruitment
Executive Search
Outsourcing
Training

Training at work for you

CONNECTING YOUR BUSINESS TO THE SKILLS YOU NEED TO BE PRODUCTIVE



Senior Management Courses

- Leadership Skills
- Accounting for Decision Making
- Management: Theory, Practice, and Application
- Organizational Behavior
- Critical Thinking: Strategies in Decision Making
- Human Resources Management
- Employment Law
- Global Business Strategies
- Quality Management and Productivity
- Operations Management
- Project Management in the Business Environment
- Strategy Formulation and Implementation
- Organizational Research and Process Consultation
- Foundations of Management
- Regulation and Conflict Management in the Workplace
- Accounting and Finance for Managerial Decision Making
- Contemporary Issues in Leadership and Management
- Systems Thinking and Performance Measurement
- Management Skills for an IT Environment
- Management Skills for Experienced Managers
- Developing Employee Performance
- Coaching Employees to Their Potential
- Relationship Management for IT Professionals and not IT Professional
- Delivering Excellent Customer Service
- Managing Health and Safety
- Introduction to Business Development
- Project Management - The Process
- People Skills of Project Management
- Project Management with Prince 2
- Making the Change to Senior Management
- Strategic Planning & Management
- Service Promotion and Corporate Management (Customer Relations)
- Planning and Management of Next Generation Mobile Telecommunications
- Change Management
- Leadership Training for Managers
- Creating an Executive Image
- How to Communicate with Diplomacy and Tact

Human Resource

- Training techniques for trainers
- Effective employee orientation
- Introduction to human resource management
- How to conduct successful selection interviews
- Handling difficult people
- Job analysis for hr decision
- Human relations (interpersonal skills)
- Skills in administration
- Preparing human resource policy manual
- Training needs analysis

Quality Management

- Tools for continuous improvement
- Quality assurance
- Six sigma - the breakthrough management strategy
- Internal auditing for ISO 9001:2000
- TQM that work

Improving Personal Effectiveness

- The art of technical writing & its advantages
- Presentation skills for managers
- Skills in goal setting and work planning
- Improving personal effectiveness
- Effective letters, reports and presentations

Flexible solutions for your business needs

General Courses

- How do effective managers organize themselves
- Improving spoken English skills
- Effective public relation strategy
- Introduction to project management
- Stress management
- Development course for managers
- Assertiveness skills
- Essentials of managing your front desk
- Effective communication skills
- Contracts management
- Improving workplace effectiveness through creativity and innovation
- Telephone courtesies
- Negotiation skills
- Management by objectives
- Knowledge management and organizational development
- How to improve morale, motivation and commitment
- Basics of business English
- Principles of good management
- Leadership effectiveness training
- Effective delegating skills
- Effective contracts risk management: challenge and opportunity
- Team-work: getting people to work together
- Project monitoring and control
- Problem solving and decision making skills
- Effective complaint handling
- The power of positive thinking
- Developing managerial competencies
- Successful contracts negotiation
- Creating organizational excellence
- Event management skills
- How do successful women manage
- Effective Time Management
- Managing Information Overload
- Personal Skills for Professional Excellence
- Critical Thinking and Problem Solving
- Communication Skills Courses
- Influence Skills
- Responding to Conflict
- Assertiveness Skills

Sales & Marketing

- Effective telemarketing skills
- Ethical Selling Skills Suited for the 21st Century
- Selling competencies
- Forecasting techniques for managers
- Customer relationship management
- Critical customer and competitor analysis for winning market
- Better field sales management
- How to make a winning sales presentation
- Basics of Effective Selling
- Closing the Sale
- Creating an Effective Sales Team
- How To Master Sales Skills
- Mastering Cold Calls
- Qualifying Sales Prospects
- Sales & Marketing in the 21st Century
- Selling with an Unfair Advantage: No Lying
- Selling the Way Your Customer Buys
- Telephone Sales Skills
- Key Account Management
- Effective Exhibitions
- Public Speaking Mastery

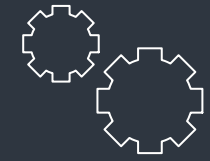


Information Technology

- Linux essentials for windows professionals
- Oracle database 11g on LINUX
- How to implement computerized accounting system
- Learn Microsoft office in 6 days
- Advance ms access 2007 with MYSQL server 5
- Advanced ms office
- Rich internet applications: using flex 2
- Workshop on WIFI LAN
- Learn Microsoft ISA server for caching & secure internet access
- IT application for accounting and finance
- 3d presentation using power point & flash tools
- Planning and conducting information systems audit
- Learn Microsoft access for building business databases
- Computer and internet security: threats & countermeasures
- Introduction to VBA for Microsoft office 2007
- Ethical hacking: concepts, techniques & countermeasures
- Rich internet applications: using flex 2
- Effective disaster recovery planning for it infrastructure

Financial Management

- Measuring financial health of a firm
- Accounting concepts and practices
- Managerial accounting: creating value in a dynamic business environment
- Financial management course
- Financial analysis: concepts and techniques
- Cost and management accounting for non-financial managers
- How to prepare financial feasibility of a project
- Finance and accounting for non-financial executives



CUSTOM SOLUTIONS

Are you interested in finding out more about how you might obtain the Human Resource services that best meet your needs? You can contact us at mohammad.kabeer@firstselectpakistan.com



COMPLETE HR SOLUTIONS

If you would like more information on our services and industries, Please write us on

mohammad.kabeer@firstselectpakistan.com



TRAINING PROPOSAL

For a complete customized proposal for your training and consulting needs Send an email at

mohammad.kabeer@firstselectpakistan.com

Our Mission is to provide superior service to individuals and organizations to meet their personal, professional, and strategic objectives.